MOTION CARRIED
beyond the agenda

BOARD OPERATIONS & COMMUNITY COMMUNICATIONS

From Decision to *Done.*



The professional back office behind independently managed HOA boards.

We organize the work, document the decisions, keep residents informed, and carry unfinished business forward.



Portfolio samples use Desert Loom, a fictional association.

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WHAT MOTION CARRIED IS

A professional operating layer for independently managed boards.

The Board stays in control. Motion Carried creates the structure around the work.

POSITIONING

Professional board operations + community communications support for independently managed HOAs.

For boards that want professional structure without giving up control of their community.

ARIZONA **75–500 HOMES**

ORGANIZE	Agendas, calendars, trackers, project structure
DOCUMENT	Packets, minutes, decisions, institutional memory
COMMUNICATE	Newsletters, notices, FAQs, difficult messages
FOLLOW THROUGH	Owners, deadlines, carry-forward, next steps

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SAMPLE PORTFOLIO

Six ways the work shows up.

Each sample solves a different piece of the Board's administrative and communications burden.



01

Community Newsletter

Resident-first updates that make projects and decisions easier to understand.



02

Difficult Communication

One sensitive decision translated consistently across every channel.



03

Board Meeting Packet

A complete administrative backbone around the monthly meeting cycle.



04

Action + Project Tracker

A live command center so open work does not disappear between meetings.



05

Vendor Decision Brief

Messy proposals normalized into one board-ready comparison.



06

Annual Planning Calendar

The year planned before contracts, budgets, and communications become urgent.

proof, not promises. ↗

Visual styles shown are fictional-client sample styles—not Motion Carried brand templates.

ASSET 01

Community Newsletter

Clear, useful communication that treats residents like adults, not like an audience to placate.

COMMUNICATIONS DESK

WHAT IT SHOWS

Information hierarchy — Important dates, decisions and project impacts are easy to scan.

Resident tone — Warm and clear without becoming corporate, defensive or patronizing.

Visual storytelling — Community photography makes the communication feel lived-in and local.

Useful repetition — Key information appears where residents are most likely to look for it.



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ASSET 02

Difficult Communication Package

A 12% assessment increase explained once then adapted consistently across every resident channel.



ONE DECISION → FIVE COMMUNICATION TOOLS

- ✓ Resident letter / email
- ✓ Resident FAQ
- ✓ Portal / email short version
- ✓ SMS / text versions
- ✓ Board talking points

same facts.
fewer surprises.

The value is not just better writing. It is message discipline: one approved set of facts, adapted without contradiction or improvisation.

ASSET 03

Board Meeting Packet

The monthly meeting becomes an operating system instead of a pile of attachments.

PACKET FLOW

- **Agenda**
- Dashboard
- Actions
- Financials
- Project brief
- Decision brief
- **Follow-through**



Prepare the meeting. Support the decision. Assign the work. Communicate the result. Carry the rest forward.

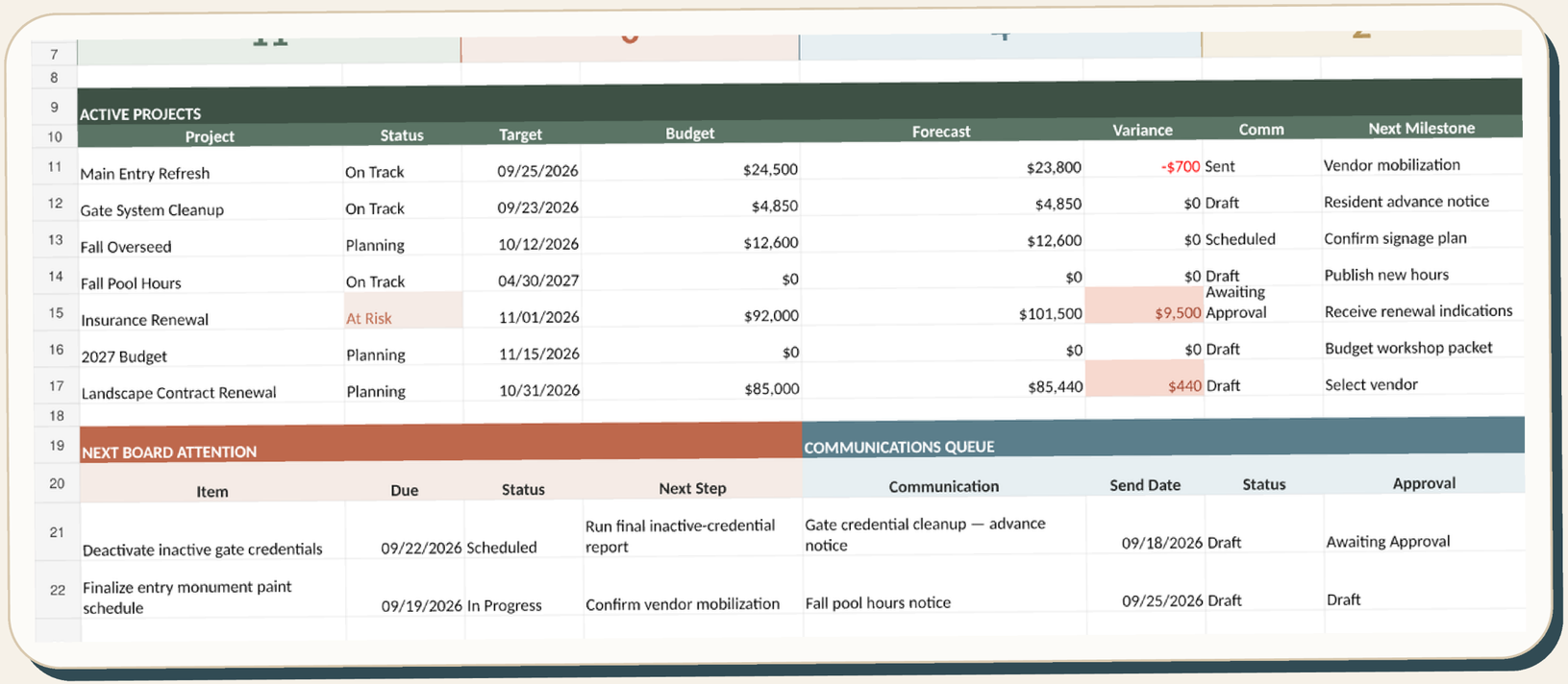
the work behind the work. ↗

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ASSET 04

Board Action + Project Tracker

A working command center, not a static deliverable.



ACTIVE PROJECTS

Project	Status	Target	Budget	Forecast	Variance	Comm	Next Milestone
Main Entry Refresh	On Track	09/25/2026	$24,500	$23,800	-$700	Sent	Vendor mobilization
Gate System Cleanup	On Track	09/23/2026	$4,850	$4,850	$0	Draft	Resident advance notice
Fall Overseed	Planning	10/12/2026	$12,600	$12,600	$0	Scheduled	Confirm signage plan
Fall Pool Hours	On Track	04/30/2027	$0	$0	$0	Draft	Publish new hours
Insurance Renewal	At Risk	11/01/2026	$92,000	$101,500	$9,500	Awaiting Approval	Receive renewal indications
2027 Budget	Planning	11/15/2026	$0	$0	$0	Draft	Budget workshop packet
Landscape Contract Renewal	Planning	10/31/2026	$85,000	$85,440	$440	Draft	Select vendor

NEXT BOARD ATTENTION

Item	Due	Status	Next Step
Deactivate inactive gate credentials	09/22/2026	Scheduled	Run final inactive-credential report
Finalize entry monument paint schedule	09/19/2026	In Progress	Confirm vendor mobilization

COMMUNICATIONS QUEUE

Communication	Send Date	Status	Approval
Gate credential cleanup — advance notice	09/18/2026	Draft	Awaiting Approval
Fall pool hours notice	09/25/2026	Draft	Draft

nothing disappears between meetings.

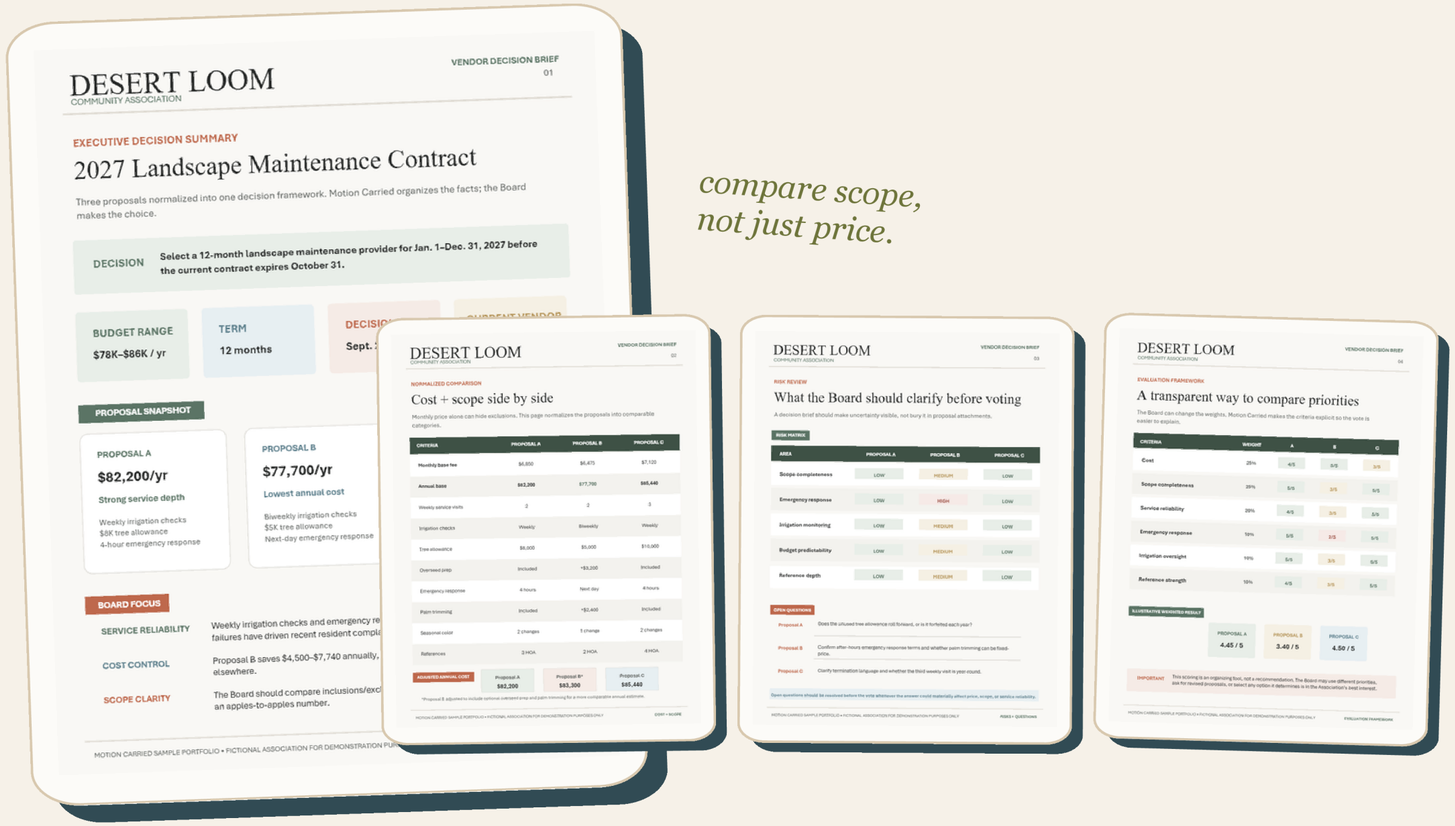
WORKBOOK STRUCTURE

Dashboard	Board command center
Action Tracker	Owner + due date + next step
Project Tracker	Milestones, budgets, risk
Decision Log	Institutional memory
Communications Queue	What residents need to hear

ASSET 05

Vendor Decision Brief

Motion Carried organizes the choice. The Board retains the decision.



compare scope, not just price.

DECISION SUPPORT

Normalize price + scope

Surface exclusions + risk

Clarify open questions

Weight Board priorities

Record motion + next steps

Make uncertainty visible before the vote.

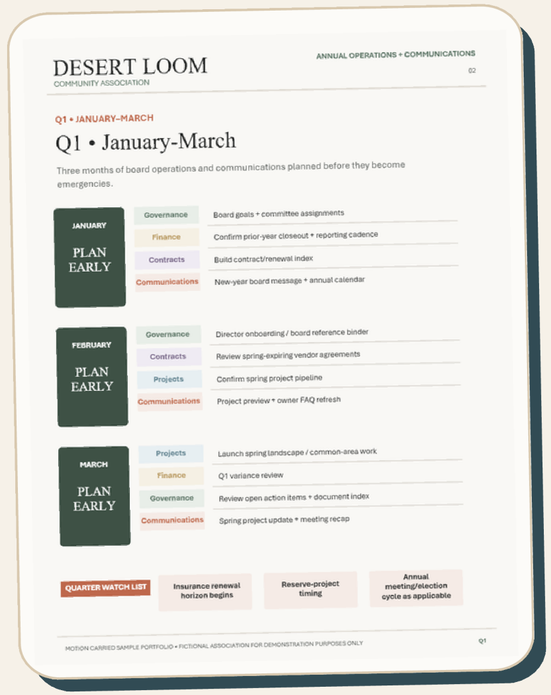
ASSET 06

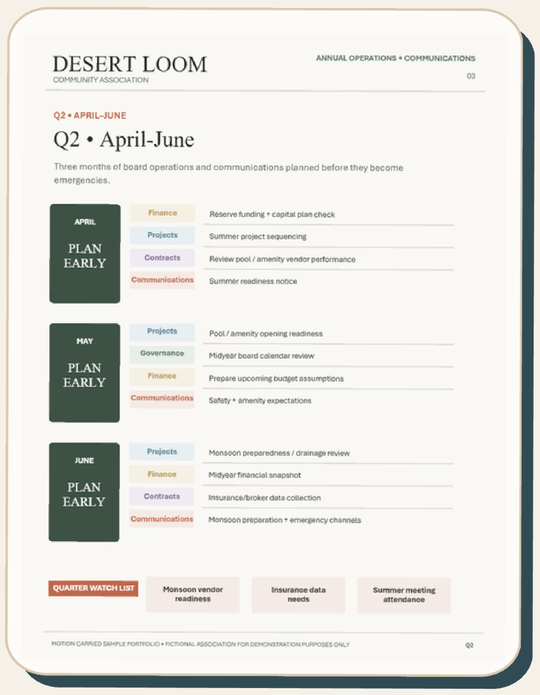
Annual Board Operations + Communications Calendar

The proactive layer: what should the Board be thinking about before it becomes urgent?

plan early.
breathe later.









YEAR AT A GLANCE

QUARTER PLANNING

MONTHLY RHYTHM

YEAR-END CARRYOVER

THE OPERATING SYSTEM

From motion to message—*and decision to done.*

The six samples are not separate products. They are different views of the same operating loop.

MEETING
Prepare the agenda and decision context

→

DECISION
Record what the Board actually approved

→

ACTION
Assign an owner, date and next step

→

PROJECT
Track milestones, risk and carry-forward

→

MESSAGE
Tell residents what they need to know

→

NEXT MEETING
Bring unfinished work back deliberately

THE DIFFERENCE →

Traditional board administration often stops at the meeting.
Motion Carried connects what happened in the room to what must happen next.

motion → message → momentum.

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FLAGSHIP SERVICE

The Fractional Board Office

One recurring back office that connects board operations and community communications.

BOARD OPERATIONS

- ✓ Agenda + board packet
- ✓ Action + project tracking
- ✓ Decision briefs
- ✓ Draft minutes
- ✓ Annual operations calendar
- ✓ Board onboarding + continuity

ONE LOOP

DECIDE → DO → TELL

COMMUNITY COMMUNICATIONS

- ✓ Community newsletter
- ✓ Routine resident notices
- ✓ Board / president messages
- ✓ Difficult communications + FAQs
- ✓ Communications calendar
- ✓ Urgent communications options

Your board keeps control. We keep everything organized, documented, communicated and moving forward.

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CLEAR BOUNDARIES

Professional support without full-service management.

The scope is intentionally designed around the parts of HOA work Motion Carried does best.

for the record.

WE ORGANIZE, DOCUMENT, COMMUNICATE + FOLLOW THROUGH

- ✓ Board meeting preparation
- ✓ Action / project tracking
- ✓ Decision support
- ✓ Resident communications
- ✓ Document organization
- ✓ Calendar + continuity



WE ARE NOT THE ASSOCIATION'S MANAGER

- — Violation enforcement
- — Collections / banking
- — Property inspections
- — Vendor supervision
- — Legal / accounting advice
- — 24/7 emergency response

The Board decides. The professionals advise. The vendors execute.
Motion Carried organizes, documents, communicates, and follows through.

BEYOND THE AGENDA

Your board made the decision.
We carry it from there.

Board operations and community communications for independently managed HOAs.



THE PROFESSIONAL BACK OFFICE BEHIND THE BOARD.

on to what's next. ↗





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Let's talk about what is landing back on your Board's plate.

"There's something deeply satisfying about giving good people the structure they need to govern well without letting the work consume them."